

RED RIVER AUTHORITY OF TEXAS

JOB VACANCY NOTICE

MAINTENANCE TECHNICIAN I – WESTERN REGION

GENERAL DESCRIPTION

Performs skilled maintenance work to the Utility Division in the installation, care, and repair of various facilities and equipment, associated with water and wastewater supply, treatment, storage, collection and/or distribution. Assists in planning and scheduling routine maintenance work. Assists in developing work procedures and performance standards consistent with established policy and in accordance with the General Specification Manual. Work involves scheduling jobs or projects on a priority basis; maintaining material so that invoicing, time, travel, and materials are used appropriately; and maintaining all associated equipment in accordance with manufacturers operating procedures. Works under supervision of the Maintenance Supervisor and/or District Managers when assigned as permanent or temporary duty.

ASSIGNED DUTIES

Operates any and all equipment as may be assigned, either temporary or permanent, by the Maintenance Manager.

Interprets and follows all instructions and/or specifications regarding repair or installation of distribution lines, transmission lines, connections, pump stations, and associated facilities.

Becomes familiar with, and follows closely, the Authority's General Specification Manual and policy relevant to the various duties assigned.

Prepares and completes an invoice for all contractual work performed on behalf of the Maintenance Division, in accordance with stated policy, and submits the executed originals to the Supervisor at the end of the month in which the work occurred. Retains the last copy for his records.

Becomes familiar with the general operating techniques of all facilities within the Utility Division and seeks certification in the specific fields of service.

Provides technical assistance and relief during leaves of absence to the District Managers, as directed by the Supervisor.

Prepares a routine schedule for preventative maintenance on all assigned equipment, in accordance with the manufacturer's specifications, or more often if subject to an excessive wear environment.

Becomes familiar with and maintains accurate records for time charges, stock inventory, prepaid inventory, assigned tools, and any other Authority-owned properties assigned to this division.

Respects the assigned area of responsibility of each District Manager and strives to work harmoniously with all Authority personnel and the public.

Observes all traffic laws, with a high regard to safety, in the day-to-day operation of any equipment assigned.

Various other duties as may be assigned by the Supervisor either temporary or permanent.

KNOWLEDGE, SKILLS AND ABILITIES:

Use of various hand tools, operating a backhoe or excavator, operating a commercial vehicle. The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders. Ability to effectively communicate with others and work efficiently with a variety of individuals, including staff personnel and professionals. Ability to efficiently plan, organize, and manage personal time, routine work assignments, and assigned projects to accomplish Authority goals. Must be able to work under all weather conditions, with occasional exposure to water treatment chemicals.

EXPERIENCE AND EDUCATION

Requires a high school diploma or GED certificate. One year of water and wastewater maintenance experience required. A valid Class A Commercial Driver's License, or the ability to obtain in six months. Position will require obtaining a TCEQ issued Water License and Customer Service Inspection Certificate within one year of employment.

Opening Date:	May 2, 2023	Position:	Maintenance Technician I
Closing Date:	Until Filled	Monthly Salary:	Based on qualifications
Work Location:	Childress, Texas	GS Code:	Based on qualifications
Excellent Benefits Package Available			

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.